eWiSACWIS Release 5.4
June 12, 2015

Within this document you will find the release summary of eWiSACWIS (Release 5.4) system changes and enhancements. This summary includes changes that impact workflow, data entry, procedures, and reporting. Some of the changes are the result of: policy change(s), Wisconsin's Program Improvement Plan (PIP), Program Team input, and issues reported to the help desk by system users. As a direct result of user feedback, the incidents have been arranged into 4 main eWiSACWIS genres: **General Application, Financial, Provider, and Report** changes. Within these genres the incidents are grouped by topic. The intent of the change is to allow you to quickly focus in on those areas that affect your work the most. Overall, the purpose of this information is to provide users with an overview of pertinent eWiSACWIS changes. Where appropriate, "How Do I" and "Quick Reference" guides will be created and can be accessed on the eWiSACWIS Knowledge Web for more specific usage of the application and new functionality.

Among other information, the eWiSACWIS Knowledge Web will continue to host the following:

- **Release Notes**
- **Detailed Release Summaries**
- **Program Activity Workshop/Technical Activity Workshop (PAW/TAW) Content**
- **CPS Standards**
- **Template Mapping Documents**
- **Quick Reference Guides**
- **"How Do I" Guides**
- **Contact Information**
- **eWiSACWIS Training Videos**

General Application

Topic	Description
Access	An enhancement was made to the Serious Incident Notification page to add a County tab and a State tab (for DSP). Minor wording changes and additional questions were added as well. The two tab structure will allow the State to keep a record of the information sent by the county, and allow DSP to make modifications on the State tab. Minor wording changes were also made to the 90-Day Summary page. A new Serious Incident Notification icon was added to the outliner. All serious incidents will display under the icon. In addition, each serious incident notification will display next to the piece of work it was created from: the access report, assessment, or out of home placement. Serious incident notifications not associated with an access report, assessment, or out of home placement will display under the new icon and no longer under the Assessment icon.
Assessment	An e-mail message to a supervisor is no longer sent in the scenario where the person completing an Assessment or Safety Assessment, Analysis, and Plan is a supervisor himself/herself.
Case/Permanency Plan	The prefilling of school information to the Case/Permanency Plan was changed to address when a child attends multiple schools. The plan now prefills the school that is indicated as primary on a child's Person Management record.
Confirming Safe Environments	The 'Describe Below' narrative field for CANS has been removed from the Confirming/Reconfirming Safe Environments pages and templates for unlicensed/foster homes.
Create Case Work	The sort order of case participants on the Create Case Work page has been updated to sort alphabetically by Last Name, First Name.
Education	To support increased communication to schools, an Education Passport has been created. The purpose of the Education Passport is for workers to print out the information and give it to a child's school. The form contains a child's demographic information, school information, contact information of the child welfare agency, parent(s)/guardian(s) information, the child's out of home care provider, and narrative questions to support school success. The form can be created two different ways: via Create Case Work > Education and via the Education tab on the child's Person Management page.
Foster Care Rate	Fixed an issue where ending a placement with an end date that is the same as start date (for a reason other than made in error) no longer ends the related foster care rate (effective on placement start date) as made in error.

Independent Living	Updates were made to the Independent Living page, Transition to Discharge tab, to support the extension of foster care to age 21 policy.
	• The Voluntary Transition to Independent Living Agreement is now available from the Options drop-down menu.
	• Workers now have the ability to document when an eligibility determination or termination decision has been appealed by clicking the corresponding Appeal link in the Extension of Foster Care section.
	• The following new templates have been added and are used to notify the youth of their eligibility:
	   o Determination of Eligibility
	   o Notice of Termination
	   o Notice of Decision of Appeal of Termination
	   o Notice of Decision of Appeal of Eligibility

Kinship	In order to support extending kinship care payments to age 21, new Service Types have been added to identify youth who are in kinship under the extension to 21. Kinship placements/services will be labeled as either KC under age 19 or KC age 19 and older. This allows counties and the state to identify payments to youth over 19 which would not fall under TANF funding. An e-mail message will inform workers when a child with a KC under age 19 placement/service is turning 19 and should be ended. This message will be sent two months before the child's 19th birthday, on the child's 19th birthday and on the last day of the month of the child's 19th birthday. Furthermore messages will be sent as part of the prepayment batch to inform workers of any kinship placements/services that should be ended that month.
Legal	On the Legal Action page, a new Circuit Court option appears for 'Shawano/Menominee Circuit Court, Shawano County.'
Out of Home Placement	Placement/Service Ending reasons have been updated. • The following reasons have been removed: Turned 18, Independent Living, Over 18 and Graduated, Turned 19, Turned 18 and not in School, Turned 18 Non Supp Prnt(s) • The following new reasons have been added: Extend Care – Ineligible, Extend Care - Youth Opt Out, Transfer to Adult Care, Graduated, Adoption-SNAP, Adoption-Private, Custdy Trans to DHS/Other Inst/non-corrct When documenting an initial out-of-home placement, a removal from home address will now be required. The removal address will prefill with the existing case address but should be updated if applicable. If the child/youth is homeless, a homeless checkbox is available which will disable the address fields except the County field. Homeless is defined as youth and young adults who are between the ages of 12 - 21 and are without a permanent place of residence, live on the street, in shelters or in places that are not intended or suitable for permanent residence, are "couch-surfing" or temporarily living with others for short periods of time. The removal address will be documented on the previously named Removal Reasons pop-up page, now called the Removal Address and Reasons page.

Provider	The following updates have been made to the home study and/or home study update/recertification: • The Results tab on the Home Study and Home Study Update/Recertification pages has been updated to accommodate the Psychosocial Inventory Results representing the Final Desk Guide Ratings and corresponding Mitigation Ratings. • $0.00 has been added as an option under "Gross Annual Income" on the Applicant(s) Information tab of the Home Study page. • On the Psychosocial Evaluation Report page (for the initial home study), the extra narrative box after each section of the "Follow Evaluation Instructions" on the Sons/Daughters/Others tab has been removed. Additionally, the Follow Evaluation Instructions hyperlink has been moved to the last set of questions in the specific group box. The Training tab of the Home Provider page is now a read-only tab. No new training will be documented in eWiSACWIS, as all training is now done via PDS Online. Previously, only active foster home licenses could be Made in Error. eWiSACWIS now has the ability to make in error the most recent foster home license, even if it is not active. This allows workers to rebuild the history of foster home licenses and correct any errors, no matter how far back. Additional DCF 56 options have been added to foster home licensing exceptions to accommodate changes to Administrative Code 56 for the extension of out-of-home care to age 21. Additional DCF 56 code citations have been added to non-compliances (those issued during a site visit and outside of a site visit) to accommodate changes to Administrative Code 56 for the extension of out-of-home care to age 21. The updated version of the cover letter for the Noncompliance Statement and Correction Plan template has been added for private providers.

Security	eWiSACWIS Security is now maintained within the eWiSACWIS application. The old "ePASS" is no longer being supported and had to be retired. Worker security is highly utilized by all County Security Delegates and State Liaisons. This change will affect all those responsible for maintaining worker security access within eWiSACWIS. **The Maintain Worker** page has been updated to include two tabs: Basic tab and the new Worker Security tab. The Basic tab continues to be used for creating and maintaining worker accounts. The following worker information (Basic tab) fields have been removed or moved to the new Worker Security tab where Security Delegates will request changes to a worker's security: • Fields moved from Basic tab to the new Worker Security tab: (job class, IV-E Worker, Adoption IV-E worker, and Report Access-eWReports Authorizer, All County, Security user group). • Fields removed: Worker Type and Social Worker Certification fields were removed due to inactivity and not used for reporting The Worker Security tab is new and appears only for Supervisors and Security Delegate/Liaisons to create security requests for workers. After searching out a worker, you can create a request from this worker security tab. Supervisors can only enter the narrative field to make a request to their Security Delegate. County Security Delegates and State Liaisons will create and edit security requests for workers, in their county only. Some of the new functions for Security Delegates/Supervisors are listed below. Training materials will be available for more details. • An automatic security request will generate for any new worker whose account is 'activated' and saved after you answer yes to the message to send the new request to your county Security Delegate. • The Security Error pop messages regarding unauthorized security now include an option to send directly to your Supervisor and Security Delegate with a click of "yes". This creates a security request without the need to provide screen shots of error or call to the help desk. • The Assignment Management page now includes home inquires and access reports to be reassigned, facilitating reassignment when inactivating a worker account with pending work. • Security Delegates can now maintain the name of the Job Classes for their county to keep them up to date when reorganization and/or job classes change – not required but available. • Many new security search functions are available for Security Delegates and Liaisons for searching worker security access to assist in updating and granting proper security. • The Security Verification Reports utilized by County Security Delegates will be sent automatically in March and September by an automated security batch run as a "Calendar Task".

Financials

Description

Supervised Independent Living (SIL) Rate

- In order to support this change, the following pages have been newly created or enhanced:
    - Placement Selection for Supervised Independent Living Rate Page (New)
        - Accessed from the Maintain > Independent Living > Supervised Independent Living Rate menu.
        - This page is used to search out the child and select the qualifying placement to create or modify a SIL rate. A case assignment is not necessary.
    - Supervised Independent Living Rate Page (New)
        - This page is used to document the rate for supervised independent living placements and to display the history of the itemized rate changes for the entire duration of the placement. This page is divided into three sections:
            - The Basic group box shows the child on behalf of whom the payment will be made, along with his/her date of birth. The placement information including the placement provider (agency), the parent agency, the case, and the county are also displayed in this group box.
            - The Supervised Independent Living Rate Details group box shows the details for the rate for this placement, are documented in the form of pre-defined cost item descriptions, each with a rate, frequency, dates, provider, and the county's final approval decision labeled as Status.
                - The Search hyperlink is used to search out the provider for each line (with the exception of 'Daily Supervision' cost items) and the Insert button is used to insert additional lines for the same placement.
                - Information on each row remains editable and rows can be deleted via the Delete hyperlink until an approval decision is documented by the worker with the appropriate security (level 3). After which, no changes can be made to the rate row other than adding an end date or marking the row as 'Made in Error'.
            - Current Month's Maintenance Approved Payments: allows you to view the system-calculated total amount for the current month based on the rates and frequency of the rate items effective for that month, and to also view the same total broken up by payee.
        - If the worker documenting the rate is not a 'Level 3' worker, he/she can use the 'Refer to Rate Setter for Approval' option in the Options drop-down to send an e-mail to the personnel specified in the Maintain Automated Message distribution list to notify them that the pending items are ready for approval.
    - Service Page (Modified)
        - Once a rate item is approved, services will be automatically created for each cost item. The services cannot be edited and are controlled by the associated SIL Rate page. This serves as the means by which payments for Supervised Independent Living will be generated by the Payment Generation program during the scheduled financial cycles.
- A new icon for the SIL Rate has been added and will appear on the outliner under the associated placement.

For counties using the release function, there will no longer be a one day delay for processing checks that are in a release status. Checks that are put into a release status will be included in the check write file regardless of when they were put into the release status.

The payment generation batch has been updated so that Instead of only processing closed placements that have been approved for ending in the last 75 days, the program will process closed placements/services that have been approved for ending on or after 12/01/2012.